



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

Admissions Policy for Day Pupils

Senior, Junior and Nursery School

Reviewed: June 2026

Next review due: June 2027

Applies to: day pupils from Nursery to Year 11

School Ethos

St John's School is a co-educational independent school for day and boarding pupils aged 2 to 16. Boarding is available for pupils aged 11 to 16.

The International Education Systems group promotes the development of young people who will have the capacity to contribute proactively to the ongoing work towards a better world. Through dynamic programmes, IES will strive to develop leaders for the future who are collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning. IES pupils will be encouraged to integrate effectively in local, national and international communities through the diverse opportunities afforded to them.

St John's School aims to admit pupils who will benefit from the education, pastoral care and wider opportunities offered by the school, and who can be safely and appropriately supported within the school's provision.

The Head of School, in conjunction with St John's School and International Education Systems, determines the number of pupils who may be admitted to the school at each level of entry.

Class size is usually maintained at between 10 and 20 pupils. The school believes this allows us to provide the level of individual care and attention required, while also providing a strong peer group environment.

We endeavour to maintain a healthy balance of boarders and day pupils, and of boys and girls, taking account of the needs of the school community, staffing, supervision, accommodation and pupil welfare.

Purpose of this Policy

This policy explains the admissions process for day pupils at St John's School, including Nursery, Junior School and Senior School applicants.

It should be read alongside the school's Terms and Conditions, Safeguarding and Child Protection Policy, SEND Policy, Equality Policy, Health and First Aid Policy, Administration of Medicines Policy, Supporting Pupils with Medical Conditions Policy, Behaviour Policy, Anti-Bullying Policy and Complaints Policy.

The admissions procedure is designed to assess whether a prospective pupil:

- Can benefit from the education offered by St John's School.
- Can participate positively in school life.
- Can be safely and appropriately supported within the school's staffing, resources and provision.
- Meets academic, pastoral, safeguarding, welfare, medical, SEND, EAL and financial requirements.
- Can access the school's curriculum, routines and wider opportunities with appropriate support and reasonable adjustments where applicable.

The school will consider each application individually and fairly.

The school will not discriminate unlawfully on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The school will consider reasonable adjustments for disabled pupils and applicants where it is reasonable and practicable to do so. However, the school may decline, defer or withdraw a place where, after careful consideration, it reasonably determines that it cannot safely or appropriately meet the pupil's needs within the school's provision, staffing, resources or facilities.

Age Range

St John's School accepts day pupils from Nursery to Year 11.

The Nursery accepts children from the age of two, subject to availability, staffing, ratios, suitability of provision and completion of the admissions process.

Pupils are not normally accepted for entry into Terms 2 or 3 of Year 11, unless the Head of School determines that there are exceptional circumstances and that the pupil's academic, pastoral and welfare needs can be met.

Nursery and Early Years Entitlement

The Nursery School administers Early Years entitlement in accordance with applicable funding rules, eligibility requirements and nursery admissions procedures.

For children applying to the Nursery or EYFS, the school will gather information from parents and carers about the child's development, health, allergies, dietary needs, toileting, intimate care, communication, behaviour, previous early years provision, safeguarding concerns and any additional needs.

The school may arrange settling-in sessions, observations, meetings with parents or discussions with previous settings before confirming arrangements.

The school will consider whether it can safely and appropriately meet the child's needs, including staffing, ratios, supervision, intimate care, medical needs, allergies, safeguarding, SEND and reasonable adjustments.

Where a child has additional needs, the school may request further information or professional advice before confirming a place or start date.

Admissions Procedure

1. School Visit

Where possible, families are encouraged to arrange an individual visit to the school. This visit normally includes a tour of the school led by a member of the Senior Team, usually the Head of School or another appropriate senior member of staff.

The visit provides an opportunity for families to learn about the school's ethos, curriculum, pastoral care, routines, expectations, facilities and admissions process.

2. Registration

Parents wishing to proceed with an application must complete the registration process and pay the non-refundable registration fee.

The registration process requires parents and carers to provide accurate and complete information about the pupil, including educational history, medical information, SEND, EAL, safeguarding, welfare, behaviour and any other information relevant to the pupil's admission.

Payment of the registration fee does not guarantee a place.

3. Taster Days

Taster Days are normally offered across three consecutive school days. Alternative arrangements may be made by the Admissions Team where necessary.

To attend three consecutive Taster Days, parents must register their child and pay the £120 non-refundable registration fee. This amount is inclusive of VAT.

Taster Days are designed to help the pupil and the school make an informed decision. They allow prospective pupils to meet their year group, participate in lessons and experience the St John's School community.

During Taster Days, staff will observe and assess the pupil's academic access, social interaction, behaviour, communication, confidence, independence, pastoral needs and ability to participate in school routines.

Taster Days do not guarantee an offer of a place.

4. Assessment and Reports

All prospective pupils are individually assessed during the admissions process. The methods of assessment depend on the age and stage of the child, but may include assessment of:

- English.
- Mathematics.
- Reading ability.
- Written work.
- Communication.
- Social skills.
- Learning behaviours.
- Independence.
- Behaviour.

- Pastoral needs.
- Ability to access the curriculum.
- A written report may be provided to the Head of School.

Before Taster Days, parents must provide a copy of the pupil's most recent school report and any associated learning support, SEND, disability, medical, safeguarding or pastoral information.

The school may request further reports, references, professional assessments or additional information before deciding whether to offer a place.

If English is not the pupil's first language, the school may conduct an English assessment to determine whether the pupil can access the curriculum and whether EAL support may be required.

5. Reference from Current School

The Head of School may request a reference from the pupil's current or previous school.

The reference may request information about:

- Academic ability.
- Attitude to learning.
- Effort.
- Behaviour.
- Attendance.
- Punctuality.
- Social development.
- Pastoral needs.
- SEND.
- EAL.
- Medical or welfare concerns.
- Safeguarding or child protection concerns.
- Exclusions, suspensions or serious sanctions.

The school may also request confirmation that previous school fees have been settled.

Offer of a Place

Final decisions regarding entry are made at the discretion of the Head of School following the admissions process.

The decision may include consideration of:

- School reports.
- References.
- Assessment outcomes.
- Taster Day feedback.
- Staff observations.
- Medical information.
- SEND information.
- Safeguarding information.
- EAL assessment.
- Behaviour and pastoral information.
- Class size and composition.
- Available staffing and resources.
- Whether the school can safely and appropriately meet the pupil's needs.

A formal offer of a place will be made in writing.

An offer may be conditional on the receipt of satisfactory references, reports, medical information, SEND information, safeguarding information, completion of enrolment documentation, payment of the required deposit and confirmation that the school can meet the pupil's needs.

Enrolment Process

Once an offer has been made, parents must return the completed Enrolment Form with the appropriate deposit.

The deposit will be returned at the completion of the pupil's education, less any outstanding payments due, in accordance with the school's Terms and Conditions.

A Welcome Pack will be sent to parents during the term prior to entry.

All required forms must be returned by the requested deadline in order to complete enrolment.

A pupil may not start school until all required admissions, medical, emergency contact, consent, safeguarding and financial documentation has been completed.

Pre-Admission Review of Needs

Before offering a place, the school will consider whether it can safely and appropriately meet the pupil's academic, pastoral, medical, safeguarding, SEND, EAL, welfare and developmental needs.

This review may involve the Head of School, Admissions Team, class teacher, Head of Nursery, SENDCo, School Nurse, DSL and, where appropriate, external professional advice.

Parents and carers must provide full and accurate information before an offer is made. This includes information about medical conditions, allergies, medication, SEND, neurodivergence, disability, mental health, emotional wellbeing, behaviour, safeguarding history, child protection concerns, dietary needs, toileting or intimate care needs, previous exclusions, school refusal, attendance concerns or any other matter that may affect the pupil's safety, welfare, education or ability to access school life.

The school will consider what reasonable adjustments can be made to support a pupil where applicable.

However, the school may decline to offer a place, defer entry, require further information, require a risk assessment or withdraw an offer where, after careful consideration, it reasonably determines that it cannot safely or appropriately meet the pupil's needs within the school's provision.

Special Educational Needs and Disabilities

The school will take reasonable steps to identify and support pupils with learning difficulties, SEND, neurodivergence or disabilities, where their needs can be met within the school's provision, staffing, resources and facilities.

School staff are not qualified to make formal diagnoses of specific needs. Parents are encouraged to seek formal diagnoses from appropriately qualified professionals where necessary.

The school does not commit to undertake formal diagnostic screening tests. Where screening is used, results will be indicative only.

Parents must notify the Head of School, Admissions Team and SENDCo if they are aware of, or suspect, any additional learning need, disability, neurodivergence, social communication need, mental health need or other factor that may affect the pupil's learning, welfare or school experience.

All relevant external reports and assessments must be provided before a place is offered.

The school will consider reasonable adjustments and appropriate support on an individual basis.

EHCPs

St John's School is not a Section 41 school and is not approved as an independent special school or specialist SEND provision.

St John's School does not receive local authority funding to deliver the special educational provision specified in Education, Health and Care Plans.

The school does not have the legal status, specialist staffing, specialist facilities, therapeutic provision, resourcing structure or local authority funding arrangements required to deliver EHCP provision.

For these reasons, St John's School is not able to admit pupils with an EHCP.

Parents must inform the school during the registration process if their child has an EHCP, if an EHCP assessment has been requested, if an EHCP assessment is underway or if they intend to request an EHCP.

If an EHCP is issued, requested or becomes known during the admissions process, the school will not be able to continue with the application.

If a pupil is admitted and an EHCP is later issued or it becomes clear that the pupil requires provision of the kind set out in an EHCP, the school will review whether it can continue to meet the pupil's needs. Where the school cannot safely, legally or appropriately provide the required provision, parents may be asked to withdraw the pupil or work with the local authority to identify a suitable alternative placement.

This position does not prevent the school from admitting or supporting pupils with SEND, neurodivergence, disabilities, medical needs or additional needs where those needs can be met through reasonable adjustments and the school's ordinary provision.

English as an Additional Language

If English is not the pupil's first language, the school may assess the pupil's English proficiency.

The purpose of assessment is to determine whether the pupil can access the curriculum, participate safely and confidently in school life and receive appropriate EAL support.

Where needed, EAL support may form part of the pupil's timetable. Support may help pupils:

- Access the curriculum.
- Develop confidence in spoken and written English.
- Integrate socially.
- Understand school routines.
- Work towards recognised qualifications where appropriate.

The school may decline, defer or adjust an offer where English language needs are such that the pupil could not safely or appropriately access learning, safeguarding information or school routines.

Medical Needs and Medication

Parents and carers must declare all medical conditions, allergies, medication, treatment plans and health concerns before a place is offered.

This includes prescribed medication, non-prescription medication, controlled drugs, medication obtained overseas, supplements, emergency medication and any medication taken occasionally or as required.

The school will consider each pupil's medical needs individually.

The school may be able to support some medication needs, including emergency medication such as adrenaline auto-injectors, inhalers and other medication covered by an Individual Health Care Plan.

The school may not be able to support medical needs, treatment or medication arrangements that require specialist clinical administration, ongoing clinical monitoring, invasive procedures, routine injections, controlled drug arrangements beyond the school's capacity, complex storage, clinical supervision or medical care that exceeds the training, resources or registration of school staff.

Where medical needs are complex, the school may require further medical information, a risk assessment, an Individual Health Care Plan or confirmation from a UK medical professional before confirming a place.

Failure to disclose medical needs, medication or treatment requirements may result in an offer being withdrawn or, where the pupil has already joined the school, parents being asked to withdraw the pupil if the school cannot safely meet the pupil's needs.

Safeguarding

Safeguarding is central to all admissions decisions.

The school may request safeguarding information from the pupil's current or previous school where appropriate.

The DSL may review applications where information suggests a safeguarding, welfare, vulnerability, behavioural, mental health or child protection concern.

The school may decline, defer or withdraw a place where safeguarding concerns mean that admission would not be appropriate or where the school cannot safely meet the pupil's needs.

Where safeguarding concerns arise after enrolment, the school will follow its Safeguarding and Child Protection Policy and may involve external agencies where appropriate.

Disclosures

Parents and carers must fully disclose any known or suspected issues relating to the pupil's:

- Social, emotional or mental health.
- Development.
- Behaviour.
- Previous exclusions, suspensions or serious sanctions.

- School refusal or attendance concerns.
- Allergies.
- Medication.
- Medical conditions.
- Disabilities.
- Learning needs.
- SEND.
- Neurodivergence.
- EAL.
- Dietary needs.
- Toileting or intimate care needs.
- Safeguarding concerns.
- Child protection history.
- Risk-taking behaviour.
- Self-harm or suicidal ideation.
- Substance misuse.
- Any other matter relevant to the pupil's safety, welfare, education or suitability for the school.

The school relies on full and accurate disclosure to make safe admissions decisions.

Failure to disclose relevant information, or the provision of inaccurate, incomplete or misleading information, may result in the offer being withdrawn or parents being asked to withdraw the pupil after admission.

Candidate's Age Placement

Pupils are normally placed in the year group appropriate to their age.

A pupil may be offered a place in a lower year group if this is deemed to be in their best academic, social or developmental interests, based on assessment, previous education, English language level, maturity, curriculum access or pastoral needs.

Any decision to place a pupil outside their usual age group will be made carefully, taking account of academic suitability, social development, safeguarding, peer group, examination pathways and the pupil's best interests.

Child Student Visa Applicants

Where a day pupil requires Child Student visa sponsorship, the school will follow UKVI requirements.

A CAS will only be issued once the school is satisfied that the pupil meets the academic, admissions, safeguarding, welfare, living arrangement, guardianship where applicable, funding and UKVI requirements.

The school may require parents, carers, agents or guardians to provide evidence of identity, previous education, academic suitability, English language level, funding, consent, living arrangements and any other information required for Child Student sponsorship.

For Child Student pupils, the school will confirm the pupil's permitted living arrangement in the UK when assigning the CAS.

Parents, carers and guardians are responsible for ensuring that all visa requirements are met and maintained.

The school reserves the right not to issue a CAS, to withdraw sponsorship or to withdraw a place where visa requirements, funding requirements, attendance requirements, safeguarding requirements, living arrangement requirements or other sponsor duties are not met.

Oversubscription Criteria

In cases where the number of applicants exceeds available places, the following order of priority may be used:

- Pupils with siblings currently attending St John's School.
- Pupils whose needs can be safely and appropriately met within the available school provision.
- Pupils living in close proximity to the school.
- Date of completed registration and payment of registration fee.
- Other relevant factors at the discretion of the Head of School.

The school will also consider class size, class composition, staffing, supervision, safeguarding, welfare and available resources.

Appeals and Feedback

The decision of the Head of School regarding admission is final.

Parents of unsuccessful applicants may request feedback on their application from the Admissions Team.

The school will provide feedback where appropriate, but may be limited in what it can share where decisions involve safeguarding, confidentiality, references, professional judgement, staffing capacity, medical suitability or third-party information.

Notice of Withdrawal

Parents are required to give a full term's written notice if they wish to withdraw their child from the school.

In the absence of such notice, fees for the following term will be charged in lieu, in accordance with the school's Terms and Conditions.

Right to Refuse, Defer or Withdraw a Place

The school may refuse, defer or withdraw a place where, after careful consideration, it reasonably determines that:

- The pupil's needs cannot be safely or appropriately met within the school's provision.
- The pupil has an EHCP or requires provision of the kind set out in an EHCP, which the school cannot provide for the reasons set out in this policy.
- The pupil requires medical care, supervision, treatment or medication arrangements beyond the school's capacity.
- The pupil's needs require specialist provision not available at the school.
- The pupil's admission would place the pupil, other pupils or staff at unacceptable risk.
- Required information has not been provided or has been inaccurate, incomplete or misleading.
- Safeguarding, welfare, behavioural or mental health concerns arise before or after admission which mean that admission is not appropriate.
- UKVI, CAS, visa, funding, living arrangement or attendance requirements are not met, where applicable.

- Parents, carers, agents or guardians do not comply with school admissions, medical, safeguarding, SEND, visa or financial requirements.

Before making such a decision, the school will consider relevant information, reasonable adjustments where applicable and the welfare of the pupil and school community.

The final decision rests with the Head of School, supported by IES or the directors where appropriate.

Data Protection and Confidentiality

Information provided during the admissions process will be handled in accordance with the school's Data Protection Policy and Privacy Notice.

Information may be shared internally with staff who need to know in order to assess suitability, safeguard the pupil, plan provision or meet legal, regulatory or sponsor duties.

This may include the Head of School, Admissions Team, SENDCo, School Nurse, DSL, Head of Nursery, Finance Team and relevant senior leaders.

Information may be shared externally where required by law, safeguarding duties, UKVI requirements, medical necessity or other legitimate school purposes.

Governance and Review

This policy is approved through the school's leadership and governance arrangements.

The Head of School, Admissions Team, SENDCo, School Nurse, DSL and Head of Nursery are responsible for implementing the policy as relevant to their roles.

Directors maintain oversight of the school's compliance with the Independent School Standards, safeguarding expectations, equality duties, EYFS requirements and Child Student sponsor duties where applicable.

The safeguarding governor may be consulted where admissions decisions raise safeguarding, welfare, medical, vulnerability or suitability issues.

This policy will be reviewed annually, or sooner if there are significant changes to statutory guidance, UKVI requirements, safeguarding expectations, school provision or admissions practice.